

Department of Health and Family Services
Division of Children and Family Services

To: County Human and Social Service Directors
DCFS/Bureau of Milwaukee Child Welfare
County eWiSACWIS Contacts
eWiSACWIS Security Delegates

CC: DCFS/Bureau of Programs and Policies
DHFS/DMT Bureau of Fiscal Services
DHFS/OSF Area Administration
eWiSACWIS Project Team

From: DCFS/Office of Program Evaluation and Planning

Subject: Password Change – 90-Day Expiration

**eWiSACWIS Program
Operations Memo**

No: 2006-03
Date: June 19, 2006

Topic Areas: eWiSACWIS Password Changes (Affects ALL Users)

Effective Date: June 5, 2006

Purpose: To better protect confidential data in the system, eWiSACWIS passwords are now going to expire every 90 days.

Beginning the week of June 5th, the passwords of eWiSACWIS Users will begin to expire. The initial password expirations are being staged over a six-week time to prevent every eWiSACWIS User password from being expired on the same day. Passwords will then expire every 90 days thereafter.

Users whose password has expired will receive the following page: **Password Change Screen**. The screen will walk users through changing their passwords and allow users to then log in.

The 90-day period for eWiSACWIS password expiration is being implemented to comply with best practices for system security and is consistent with password expiration policies for other systems.

If users have any questions regarding password expiration, they may contact the Help Desk.

Contact: Help Desk Contact Information -
* Telephone - (608) 261-4400 or toll-free (866) 335-2180,
* TTY: 1-608-836-2852
* email - Helpdesk@wi.gov (Include eWiSACWIS in Subject Line)